



CAIR Conference Registration Policy

INTRODUCTION: CAIR's annual conference is the primary way that we execute our [mission](#). Because CAIR is a non-member organization (no membership fees), the only source of revenue that CAIR has to fund ongoing operations in support of our mission is conference registration fees and sponsorships. CAIR Board time, money, and other resources are employed to put on our annual conference and so it is important that attendees pay the registration fee so that the Board can continue to operate on behalf of the CAIR community. Thus, in general, complimentary and discounted conference registrations should be kept to a minimum.

PURPOSE: Create transparency related to rules surrounding the annual CAIR conference registration and exceptions for paying the registration fee*.

POLICY:

1. All individuals who attend (virtually or in person) a conference session, meal, event, or other activity officially sponsored by CAIR as part of the annual conference are considered "Conference Attendees." This applies to attendance in any capacity (director, speaker, panelist, attendee, sponsor, etc.).
2. Conference registration fees are determined by a majority vote of the CAIR Board each year.
3. All Conference Attendees must register for the conference in a manner consistent with their participation. For example, Conference Attendees attending conference activities for more than one day must register for a full conference registration or one day registrations for each day they are attending the conference. Conference Attendees who receive a complimentary registration must also register for the conference, though they will receive a code that can be used to register without paying the conference registration fee.
4. Criteria for providing complimentary or discounted conference registrations:
 - a. The CAIR President in a given fiscal year may grant complimentary full conference registrations to conference Keynote speakers (usually 2) and to the CAIR Board Treasurer's institution (usually 3)**.
 - b. The CAIR Vice President in a given fiscal year is responsible for securing conference sponsors. Information about sponsorship packages, including the number of complimentary registrations provided at each sponsorship level, is included in the sponsorship prospectus (see [CAIR webpage](#) - Become a Sponsor). The sponsorship prospectus is subject to change on an annual basis. Complimentary registrations can be used by whomever the sponsor selects. Sponsors shall only receive the number of complimentary registrations included in their contract.
 - c. Complimentary registrations that meet the criteria described in 4a and 4b are considered part of standard operating procedures and do not require notification of or approval by the CAIR Executive Committee.

5. Requests for complimentary or discounted conference registrations that do not meet the criteria noted in 4a and 4b must be submitted by a CAIR Board member to the CAIR Executive Committee. The CAIR Board member submitting the request must include the name of the individual to receive the complimentary or discounted registration, the type of complimentary or discounted registration being requested (e.g., one day, full day), and a rationale for why the request should be granted. In deciding whether to approve such requests, the CAIR Executive Committee should consider the financial viability of the organization (including the currently approved budget) as well as any fairness/equity or sustainability concerns related to the request. The Executive Committee must provide a rationale for requests that notes these considerations and vote as to whether to approve or deny the complimentary or discounted registration request by majority vote – ties are decided by the President. The CAIR Secretary in a given fiscal year must document approved requests (recipient name and rationale for approval) and share this information with the CAIR Board at the next scheduled CAIR Board meeting as an agenda item so that it can be included in the meeting minutes.
6. The appropriate/delegated member of the CAIR Executive Committee will provide written (email is acceptable) notice of this benefit to any recipients prior to their attendance at the conference. Conference attendees who do not receive such a notice are financially responsible for any costs related to conference attendance.

*The issue of complimentary conference registrations is separate from, though related to, the issue of conference registration fee refunds (i.e., the registrant has already paid and is seeking a refund). Questions about registration refunds should be referred to the “Cancellations and Refunds” section on the [conference registration page](#) as well as the CAIR Treasurer. General information about refunds is as follows: Requests for refunds must be made in writing (email is sufficient) and directed to CAIR's Treasurer (treasurer@cair.org). In general, refunds will be readily granted up to a month in advance of the conference (specific date included on conference registration page). This is because cancellations after that date can significantly interfere with conference planning (e.g., placing food and beverage orders, determining the conference schedule and room size allocations), create challenges with fulfilling the conference hotel contract, and/or make it difficult for the CAIR Board to generate the revenue needed to put on a successful conference and maintain the financial viability of the organization. The attendee will not be refunded any processing fees associated with the registration system that is used (e.g., Whova, EventBrite). No refunds will be made after that date except: 1) in cases involving the death or serious illness/injury of the conference registrant or an immediate family member; 2) situations where a natural disaster has created undue hardship for registrants to attend; or 3) in cases that are in the best interest of the California Association for Institutional Research.

**The complimentary registrations are outlined in the [Treasurer Role Clarification Agreement](#).

Approved by the CAIR Board on Dec 17, 2021